

Checklist of documents, duly Certified by Bank, to be submitted along with Claim form:-

(A) GENERAL DOCUMENTS

1. Contract / Order / LC
2. Invoice
3. Bill of Lading / Airway Bill / Lorry Receipt
4. Collection advice sent by exporter bank to foreign bank
5. Non-Payment advice from the foreign bank
6. Original unpaid bill of exchange (duly accepted by buyer for DA bill)
7. Customs shipping bill, SDF or exchange control GR form, wherever applicable.

(RBI has in place the system of EDPMS wherein the data is linked with Customs and Banks relating to Shipping Bill etc. As such Competent Authority may consider any other documents issued through system of these agencies in this respect)

8. For open delivery claims, proof of delivery from Airline/Shipping Company/Cargo Company and confirmation from buyer of having taken delivery.
9. In case of direct dispatch of documents to the buyer, necessary approval of RBI/AD.
10. Protest note
11. Bank advice regarding part realization payment indicating invoice No and date, amount realised in foreign currency , date of realization , exchange rate , amount realised in rupees.
12. Statement of all shipments made to the buyer **(on whom the claim is lodged)** in the past two years upto the last shipment in the following format:-

(Applicable to SSP, BWP, MBEP, SBEP and MEP)

Sr. No	Date of shipment	GR No.	GIV in FC	GIV in INR	TOP	Destination country	Amount realized in INR	Date of realization
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13. Statement of exports made to all buyers in last two years prior to the first shipment in default in the following format:- **(Applicable to SCR, SEP and ETP)**

Sr. No	Date of shipment	GR No.	Name & country of buyer	GIV in FC	GIV in INR	TOP	Destination country	Amount realized in INR	Date of realization
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14. Correspondence with original buyer
15. Correspondence exchanged between exporter's bank and foreign bank regarding recovery of unpaid export dues, noting and protesting, return of unpaid export documents etc.
16. Policy Holder's clarification on any act of omission and commission on his part in non-compliance with terms and conditions of the Policy such as late payment premium, late submission shipment declaration and default report, late filing of claim etc.

(B) WHERE GOODS WERE DELIVERED TO AND ACCEPTED BY ORIGINAL BUYER

17. Proof of action initiated through debt collecting agency (DCA)/lawyer and Indian Consulate abroad and correspondence exchanged with DCA/Lawyer and Indian Consulate abroad.

(C) WHERE BUYER HAS RAISED DISPUTE

18. Final judgement, in favour of exporter against the buyer from a competent court in buyer's country.

(D) IN THE CASE OF INSOLVENCY

19. Proof of insolvency
20. Claim lodged with official receiver/insolvency court and admission of Policy Holder's claim against the insolvent estate of the buyer.
21. Declaration that the exporter has not done anything or omitted to do anything which will make his claim against the insolvent estate untenable if proof of admission of the claim against insolvent estate of the buyer is not available.

(E) IN THE CASE OF RESALE/REIMPORT/AUCTION/ABANDONMENT OF GOODS

22. Correspondence exchange with alternate buyer, order placed by alternate buyer.
23. Bank advice for realization Bank of resale proceeds
24. Proof of payment storage / demurrage charges
25. Proof of payment of freight / handling charges
26. Proof of any other resale expenses
27. Bill of entry at for home (for reimport)
(RBI has in place the system of IDPMS wherein the data is linked with Customs and Banks relating to Bill of Entry etc. As such Competent Authority may consider any other documents issued through system of these agencies in this respect)
28. RBI / AD approval, wherever applicable
29. Notice of resale to the original buyer at no objection
30. Proof of auction in the form of a letter from the bank of the foreign buyer, clearing agent of the exporter etc.
31. Bank advice for realization of auction proceeds and in the case of non-realization of auction proceeds, a bank certificate to this effect.
32. Proof of abandonment in the form of a letter or certificate to the effect that the goods have not been delivered to the buyer , issued by an authority such as foreign bank, shipping line, customs authorities or a chamber of commerce in the buyer's country, Indian embassy.

(F) IN THE CASE OF CLAIM DUE TO NON-PAYMENT UNDER LC:

33. LC advised by a bank in India
34. Amendments advised under LC
35. Proof of acceptance of goods by the buyer.
36. Copies of correspondence with the buyer indicating the non-payment.
37. Copies of correspondence with embassy/consulate/debt collecting agent indicating recovery action taken.
38. In case the buyer has raised any dispute, a note on the points relating to the dispute.
39. Advice on discrepancy raised by the LC opening bank

40. Correspondence exchanged between the exporter's bank and LC opening bank regarding discrepancies raised for which payment has been refused along with a note indicating the reasons for which the exporter feels that the discrepancy pointed out is not tenable / justifiable.

(G) IN THE CASE OF CLAIM DUE TO POLITICAL RISKS

41. Proof of the remittance of payment by the buyer in local currency (in case of transfer delay).
42. Proof of cancellation of import license from the concern authorities such as customs authorities of the buyer's country.
43. Proof of expenses due to the diversion of voyage because of political reason.
44. Correspondence exchanged with Indian Consulate abroad, foreign bank, collecting bank, concerned authorities in India and abroad regarding debt recovery action.